



## COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

### STAFF ATTORNEY MGR/ASST GENERAL COUNSEL

Job Number: 20001889

Job Code: 98270V161016

Job Group: 9800 - LAW

Job Established: 06/16/1982

Job Revised: 10/16/2016

Grade: 18 Salary (MIN - MID):

\$26,462-\$35,056 - Hourly

\$4,300.08-\$5,696.60 - 37.5 Hr. Monthly Salary

\$4,586.76-\$6,076.38 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

#### **PROBATIONARY PERIOD:**

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

**CHARACTERISTICS OF THE JOB:** *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Manages the work of supervisors, attorneys and non-attorney staff in a major legal function. Provides legal services of a varied and complex nature; and performs other duties as required.

#### **MINIMUM REQUIREMENTS:**

##### **EDUCATION:**

See Special Requirements.

##### **EXPERIENCE:**

Must have five years experience in the practice of law.

##### **Substitute EDUCATION for EXPERIENCE:**

A Master of Law degree will substitute for one year of the required experience.

##### **Substitute EXPERIENCE for EDUCATION:**

NONE

##### **SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

Must be licensed to practice law in the Commonwealth of Kentucky or comply with SCR 2.111 Limited certification of admission to practice or SCR 2.112 Attorney participants in defender or legal services programs. Must maintain any required licensure(s), certification(s), or other credentials for the length of employment in this classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials.

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION:** *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Manages and coordinates the work of designated supervisors, attorneys and non-attorney staff. Handles complaints and grievances of designated supervisors, attorneys and non-attorney staff. Performs specialized legal services relating to one or more specific areas of the law. Prepares, tries and argues complex cases (including capital cases) before state and federal courts and administrative forums. Drafts and reviews proposed legislation to be introduced to the state legislature and reviews and comments on proposed legislation as directed. Writes articles for legal publications. Develops and participates in training programs. Serves on inter- and intra-agency committees as assigned. Conducts administrative hearings on behalf of the agency and prepares appropriate recommended orders. Reviews the work of attorneys in making recommendations to the agency's chief legal officer or designee on legal policy matters. Coordinates legal work performed by contract attorneys. Approves settlement of legal actions, consistent with agency procedures. Reviews and approves contracts, official orders and other documents for form and legality. Represents the agency head and/or advises agencies during meetings of various state boards, commissions or similar entities. Reviews and makes recommendations on agreements and other actions by an agency. Drafts and reviews proposed administrative regulations. Prepares legal opinions. Recommends policy and procedures to conform with applicable laws and regulations. Provides legal advice to agency personnel.

**UNIQUE PHYSICAL REQUIREMENTS:**

**TYPICAL WORKING CONDITIONS:** *Incumbents in the job will typically perform their job duties under these conditions.*

Duties are performed primarily in both office and courtroom settings. Travel is required.

**ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

*THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.*